

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR LIBRARY CLERK**

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Jurisdictional Class: **Competitive**

Date Adopted: **12/2008**

Date Revised:

Jurisdictions: **Community Libraries**

Union Status:

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderately job complexity and supervisory responsibility. Work is performed under general supervision of a Library Director. Supervision is exercised over Library Clerks, Pages and Volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Provides information to the public on library policies and procedures;  
Reviews filing and other work of pages and clerks;  
Maintains departmental work schedules and compiles data for statistical reports;  
Maintains interlibrary loan records;  
Inspects returned library material for damage;  
Assigns and reviews work of subordinate staff;  
Arranges or files materials according to library procedures;  
Performs routine searches of and updates to computer records;  
Issues borrower cards according to library procedures;  
Performs routine circulation, reserve and overdue functions;  
Makes and checks routine arithmetic computations;  
Operates office machinery such as photocopiers or fax machines;  
Answers telephone, takes messages;  
Orders supplies for library;  
Oversees library website;  
Calls patron to deliver messages or information on library materials;  
Types cards, lists, labels, or short entries on forms or computers;  
Assists Library Director in programming for library.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of library services and practices; Working knowledge of business arithmetic; Good knowledge of office terminology, procedures and equipments as applied to library clerical work; Good knowledge of library filing and shelving rules; Ability to understand and follow oral and written instructions; Ability to plan, coordinate, and supervise the work of others; Ability to operate and alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary; Tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a high school equivalency diploma. **AND**

(B) Five (5) years of library clerical experience.

**NOTE:** Part-time and volunteer experience will be pro-rated. Example: One year of part-time experience will count as six months of full-time experience.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a 1